



Office of the Chair
Joe A. Martinez, Chairman
Committee Structure and Assignments
January 3, 2005

I. Background

Pursuant to the Rules of Procedure that govern the Board of County Commissioners and the Miami-Dade County Charter, I have outlined the new committee structure and assignments to reflect the composition of this government in order to be effective and responsive to the needs of the community.

II. Commission Auditor

Since its creation, the Office of the Commission Auditor has been working diligently to ensure governmental accountability. To this end, I have placed the office under the Internal Management and Fiscal Responsibility Committee in order to have increased interaction with the Board of County Commissioners. I have also created a specific agenda item under the Board of County Commission Agenda in order to keep the Board apprised of all issues that fall under said office's purview.

III. Office of Intergovernmental Affairs

Now that the Office of Intergovernmental Affairs falls under the jurisdiction of the Board of County Commissioners, we need to make sure that we prioritize the legislative issues of this government, establish mutually beneficial relationships with state and federal legislators, and aggressively pursue legislative priorities that are approved by the Board of County Commissioners. To this end, I have placed the jurisdiction of this Office within the Intergovernmental, Recreation and Cultural Affairs Committee in an effort to maximize the interaction between the Office and the Board. Additionally, I have asked the County Attorney to place a recurring item on the Board of County Commission agenda listed as "Office of Intergovernmental Affairs" so that they can keep the Board apprised of all pertinent matters as well as give the Board an opportunity to discuss specific issues and/or concerns.

IV. Budget Preparation

As we move forward, and as I stated during the Committee of the Whole meeting and during the November 30, 2004, Board of County Commission meeting, it is my intention to request that Committee Chairs conduct line item budget reviews and recommendations and work with the County Manager to truly streamline this government and deliver quality and responsive services to the residents of this

community. I fully expect that the Commission Auditor will work diligently with each and every member of the Board of County Commissioners in order to effectively complete this process.

V. Committee Assignments

This committee structure and assignments were prepared after obtaining input from my colleagues during the Committee of the Whole Meeting that took place on December 16, 2004, and after receiving written input from some of my colleagues on their desire to engage in specific areas of jurisdiction and their involvement within committees that paralleled their areas of interest. As I considered the number of committees that were to be assigned, I decided to maintain that number at six, as I believe that due to the number of county departments and offices, it was a manageable number. Additionally, now that the General Obligation Bond has successfully passed, I believe that oversight is needed in order to assure that promises made to the community are indeed made whole and that we, as their elected representatives, are held accountable by making sure that a plan is developed by the administration in an effort to realize said goals and objectives.

Furthermore, by maintaining the number of standing committees to six, all Commissioners will have the opportunity to serve as Chairs or Vice Chairs of committees and, at the same time, keep the number of committees to three on which each Commissioner will serve.

VI. Standing Committees

The six standing committees are as follows:

- **Infrastructure and Land Use Committee**
- **Intergovernmental, Recreation and Cultural Affairs Committee**
- **Internal Management and Fiscal Responsibility Committee**
- **Community Outreach, Safety and Healthcare Administration Committee**
- **Regional Transportation Committee**
- **Community Empowerment and Economic Revitalization Committee**

VII. Committee Rules of Procedure

All committee meetings shall be governed by the Board of County Commission Rules of Procedure. As such, one of my priorities is to assure that public hearings take place at the committee level. Following this mandate will heighten the significance of the committee structure and system, give Commissioners ample

opportunity to review the items and ultimately make sound decisions based on facts and in the best interest of those we represent. Furthermore, this will give Commissioners additional time to debate matters of importance prior to the item going in front of the full Board of County Commissioners.

A committee may take on of the following actions with respect to each matter referred to the committee for action:

1. Recommend favorably;
2. Recommend favorably with committee amendment (s);
3. Forward without recommendation, upon the unanimous vote of the members of the committee who are present;
4. Receive a report;
5. Lay the matter on the table resulting in the matter not being placed on an agenda of the Commission; or
6. Defer or take no action on an item for a maximum of two consecutive committee meetings. Deferral of or failure to act on a matter beyond two consecutive committee meetings shall cause the matter to be laid on the table, as set forth in the preceding subparagraph five (5).

In the event of a tie vote at a committee meeting, I, as Chairman of the Commission, may exercise the authority of the Chairman, as a voting member of each committee as provided in Rule 2.01, to break the tie vote. If I am unavailable at the time of the committee meeting, the committee can defer the item to the next committee meeting, attempt to break the tie, or take any other appropriate committee action.

VIII. Preparation of Committee Agendas

Committee agendas will be prepared in accordance with our Rules of Procedure. Rule 4.01 (f) states that the placement of items on committee agendas will be done by the County Attorney and the County Manager in consultation with the Chairman of the Board of County Commissioners. Likewise, the scheduling of items that have been forwarded to the Commission by a committee will be done by the County Attorney and the County Manager in consultation with the Office of the Chairman.

IX. Committee Agenda “3-Day Rule”

Rule 4.01 (n) provides that a copy of each agenda item shall be furnished to the members of each committee no later than three (3) working days before a vote may be called on the item. Proposed committee agenda items not delivered in accordance with the 3-day rule (except for substitutes and alternatives) which are sponsored by a Commissioner shall not be placed on the committee agenda unless placed on the agenda at the request of the committee Chair and accompanied by

the signatures of at least the majority of the members of the committee. Proposed agenda items not delivered in accordance with the 3-day rule (except for substitutes and alternates) and which are sponsored by the County Manager, shall require the affirmative vote of two-thirds of the committee members present to be considered by a committee.

X. Placement of Committee Items on the Commission Agenda

Items that are heard by committees during a given committee week will not be placed on the next Commission agenda, since the deadline for printing that agenda will usually fall on the Tuesday of committee week. Accordingly, items approved by committees will be placed on the next available Commission agenda as provided in Rule 4.01 (f).

XI. Scheduling of Committee Meeting

Committee meetings will be scheduled once per month during the week between the first and second regular Commission meetings each month. Committee meetings will be scheduled from Tuesday through Thursday during that week. Mondays will be available as well as an alternate day for committee and subcommittee meetings, if needed. As part of this document I have included my recommendations for the scheduling of committee meetings in order to ensure maximum participation. All committee meetings shall be held in the Commission Chambers. However, the Chair may request that committees conduct hearings outside of the Commission Chambers when, for example, the Commission Chambers are unavailable or the subject matter is of particular interest to a given community.

XII. Subcommittee (s)

Subcommittee meetings shall be governed by the Board of County Commission Rules of Procedure. As we move forward in addressing the needs of the community we must prioritize and execute the mandate of the voters as it relates to the General Obligation Bond Program. As such, I believe that it is imperative that we have strict oversight over all aspects that will assure successful implementation. Therefore, I have created a subcommittee to oversee said process and titled it as follows:

- **General Obligation Bond Program Subcommittee**

The General Obligation Bond Program Subcommittee will report to the ***Infrastructure and Land Use Committee***. In accordance with the Rules of Procedure, this subcommittee will remain in effect for as long as deemed necessary to assure successful implementation of the program to include timelines for planning and construction of community projects and infrastructure. The subcommittee may consider testimony, recommendations from task forces,

coalitions, advocates, organizations, residents, or others, as necessary. ***Subcommittee recommendations must be considered by each committee with jurisdiction over the subject matter before they may be forwarded to the full Board.***

XIII. Scheduling of Subcommittee Meeting

The scheduling of the subcommittee meeting will be developed in consultation with the Subcommittee Chair, the County Manager, and the County Attorney to ensure maximum participation, as well as to provide ample notice to speakers, panelists, organizations, coalitions, experts, and residents. The subcommittee meeting shall be held in the Commission Chambers. However, the subcommittee Chair may request that his or her subcommittee conduct meetings outside of the Commission Chambers when, for example, the Commission Chambers are unavailable or the subject matter is of particular interest to a given community.

XIV. Committee and Subcommittee Staffing

Office of the Commission Auditor and Legislative Analysis

The above-mentioned Board of County Commission office will provide staff support and analysis for each committee and subcommittee. They will provide thorough, independent analysis and audit of all policy items referred to the committees, subcommittee, and ultimately the Board. The Commission Auditor should take a primary role pertaining to the budget process and truly analyze a line item budget review process that will be functional, useful in budget review, and fiscally prudent.

Office of the County Manager, County Attorney, and Clerk of the Board

Each committee as well as subcommittee shall also be staffed by the respective Assistant County Manager(s) as well as any additional staff that might be required to ensure the effective operation of each committee and subcommittee. The Office of the Clerk of the Board and the County Attorney's Office will continue to have staff present at each committee and subcommittee meeting. The Clerk's Office will continue to take and prepare the minutes, and maintain records for all committees and subcommittee.

XV. Commission Meetings

All Commission meetings shall be governed by the Board of County Commission Rules of Procedure.

Preparation of the County Commission Agenda

The County Attorney and the County Manager, in consultation with the Office of the Chairman, shall place all resolutions, ordinances, reports, and other prospective agenda items received by the applicable administrative deadlines on the appropriate Commission agenda, as permitted by the Rules of Procedure.

County Commission Meeting Schedule

Pursuant to the Rules of Procedure, regular Commission meetings will be held on the first and third Tuesday and Thursday of each month. In the event of a scheduling conflict due to holidays or major events, meetings will be rescheduled as determined by the Commission. Commission meetings shall begin at 9:30 A.M.

Preparation of the Pull List for the County Commission Agenda

All Commissioners are requested to provide the Office of the Chairman with a list of items to be included on the Pull List by 4:30 P.M. on the day before the Commission meeting. The Pull List will be closed at that time to enable its preparation and dissemination on schedule. I would like to thank you in advance for your cooperation in this matter. If we adhere to this policy, we will have more time to deliberate pertinent issues and allow staff to return to their tasks if items are approved in a timely manner. It is my intention to approve the balance of the agenda promptly upon achieving a quorum.

XVI. Office of the Chairman

I serve as the Presiding Officer of the Commission and will exercise all powers and duties provided in the Rules of Procedure. I shall preside at all meetings of the Board of County Commission at which I am present. The Vice Chairman will serve in my absence.

It is my responsibility to assure that the attached committee system operates in an effective and efficient manner. The County Attorney and the County Manager, in consultation with the Chairman, shall be responsible for assigning legislative items to the appropriate committee(s). Except as provided in the Rules of Procedure, such items can only be placed on a Commission agenda, if all committees where item is heard have forwarded it to the full Board.

Ordinances for first reading, consent agenda items, district office fund allocations, special presentations, emergency items, time-sensitive items with little or no financial impact, and resolutions expressing intent do not have to be heard by committees and will be placed on the appropriate Commission agenda.

XVII. Committee Assignments and Structure

After convening the Committee of the Whole and listening to your concerns and preferences, and receiving memorandums/letters from some of you expressing areas of interest, and careful consideration to the areas of expertise I have witnessed my colleagues to have, I submit the attached committee structure and respective assignments. As always, Commissioners are invited to participate and provide input on matters before any Standing Committee or Subcommittee, particularly with respect to items they are sponsoring.

As listed in Rule 4.01 (c) of the Rules of Procedure, committee Chairs and Vice Chairs are appointed for two years. All committee Chairs and Vice Chairs shall Committee Plan and Member Assignments serve at the discretion of the Chairman. I reserve the right to rotate committee Chairs, Vice Chairs, and members at any time. Furthermore, I reserve the right to increase the number of committee members at any time. Should a vacancy occur in any committee for any reason, I will make an appointment, if necessary.

As stated in the cover memorandum, I would request that each committee Chair prepare a vision statement outlining their goals and objectives so that we can discuss them during our Sunshine meetings that will take place in January. I would also ask that committee Chairs prioritize a “Line Item Review Process” of the budget process for those areas within the jurisdiction of each committee. These hearings should commence as soon as possible so that the Board of County Commissioners can drive the budget process and truly streamline this government and proffer proposals that will truly reduce taxes and improve the delivery of service.

XVIII. Standing Committee and Subcommittee Recommended Schedule

Six Standing Committees and a Subcommittee are listed below:

Infrastructure and Land Use Committee: (Tuesday @ 9:30 A.M.)

**Intergovernmental, Recreation and Cultural Affairs Committee:
(Wednesday @ 9:30 A.M.)**

**Internal Management and Fiscal Responsibility Committee: (Thursday @
2:00 P.M.)**

**Community Outreach, Safety and Healthcare Administration Committee:
(Wednesday @ 2:00 P.M.)**

Regional Transportation Committee: (Thursday @ 9:30 A.M.)

**Community Empowerment and Economic Revitalization Committee:
(Tuesday @ 2:00 P.M.)**

Subcommittee

General Obligation Bond Program Subcommittee

**** Meeting dates and times are to be determined by the Chair of Subcommittee in consultation with BCC Chairman, County Attorney, and County Manager.**

Infrastructure and Land Use Committee

Area of Responsibility: The area of responsibility for the Infrastructure and Land use Committee is primarily to ensure that governmental programs work efficiently to ultimately provide sustainable growth and the delivery of responsive services to the residents of Miami-Dade County. Additionally, this committee will oversee all issues pertaining to environmental protection and the prudent use of our natural resources.

Committee Jurisdiction:

- Department of Environmental Resources Management
- Office of Water Management
- Water and Sewer Department
- Department of Planning and Zoning
- Public Works Department (Non-Surface Transportation Issues)
- Department of Solid Waste Management
- Incorporation and Annexation
- Office of Capital Improvements Construction Coordination
- Building Department
- Building Code Compliance Office
- Miami-Dade Housing Agency

Coordinate/Liaise With:

- South Florida Water Management District
- South Florida Regional Planning Council

Committee Membership:

- **Commissioner Natacha Seijas** (Chair)
- **Commissioner Jose “Pepe” Diaz** (Vice Chair)
- Commissioner Dr. Barbara Carey-Shuler
- Commissioner Carlos A. Gimenez
- Commissioner Barbara J. Jordan
- Commissioner Dorrin D. Rolle

Committee Plan and Member Assignments

Intergovernmental, Recreation and Cultural Affairs Committee

Area of Responsibility: The area of responsibility for the Intergovernmental, Recreation and Cultural Affairs Committee is primarily to ensure that the County's Legislative agendas at the local, state, and federal levels are implemented and effectively communicated to appropriate elected and appointed leaderships in a manner that will benefit Miami-Dade County. Additionally, this committee shall have responsibility over resources and matters pertaining to parks, museums, and the arts and cultural affairs community.

Committee Jurisdiction:

- BCC Office of Intergovernmental Affairs
- Art in Public Places
- Cultural Affairs Department
- Historic Preservation
- Miami-Dade Public Library System
- Museums and Cultural Facilities
- Parks and Recreation Department
- Vizcaya Museum and Gardens
- The Performing Arts Center (PAC)
- Office of Safe Neighborhood Parks (OSNP)
- Oversight of Museum Development
- Oversight of Marlins Baseball Facility

Coordinate/Liaise With:

- The Miami-Dade Delegation
- Miami-Dade Sports Commission

Committee Membership:

- **Commissioner Sally A. Heyman (Chair)**
- **Vice Chairman Dennis C. Moss (Vice Chair)**
- Commissioner Carlos A. Gimenez
- Commissioner Barbara J. Jordan
- Commissioner Natacha Seijas
- Commissioner Javier D. Souto

Internal Management and Fiscal Responsibility

Area of Responsibility: The area of responsibility for the Internal Management and Fiscal Responsibility Committee is to provide adequate oversight of departments that are at the forefront of ensuring that the County efficiently and effectively provides services to the citizens of Miami-Dade County. Provides oversight over the fair and equitable treatment of Miami-Dade County Employees.

Committee Jurisdiction:

- Department of Audit and Management Services
- BCC Office of the Commission Auditor
- Department of Procurement Management
- Employee Relations Department
- Finance Department
- General Services Administration (GSA)
- Enterprise Technology Services Department (ETSD)Communications
- Housing Finance Authority
- Office of Fair Employment Practices
- Office of Strategic Business Management (OSBM)
- Office of the Property Appraiser

Coordinate/Liaise:

- Commission on Ethics and Public Trust
- Efficiency and Competition Commission
- Office of the Inspector General

Committee Membership:

- **Commissioner Dr. Barbara Carey-Shuler (Chair)**
- **Commissioner Bruno A. Barreiro (Vice Chair)**
- Commissioner Sally A. Heyman
- Commissioner Katy Sorenson
- Commissioner Rebeca Sosa
- Vice Chairman Dennis C. Moss

Community Outreach, Safety and Healthcare Administration

Area of Responsibility: The area of responsibility for the Community Outreach, Safety and Healthcare Administration Committee is to provide direct service to the residents of Miami-Dade County. Moreover, it is the responsibility of this committee to provide oversight of our police and fire service in order to assure that there is positive interaction between public safety departments and the community in

an effort to foster relationships that will improve the quality of life within Miami-Dade County.

Committee Jurisdiction:

- Animal Services Department
- Community Action Agency
- Miami-Dade Police Department
- Miami-Dade Corrections and Rehabilitation Department
- Office of Emergency Management
- Miami-Dade Fire and Rescue Department
- Homeland Security
- Homeless Trust
- Department of Human Services
- Juvenile Assessment Center
- Office of the Medical Examiner
- Public Health Trust
- Team Metro Department
- Elections Department

Coordinate/Liaise:

- Alliance for Human Services
- Anti-Predatory Lending Task Force
- Community Relations Board
- Independent Review Panel
- Miami-Dade AIDS/HIV Partnership
- Youth Crime Task Force
- Dade-Miami Juvenile Justice Task Force

Committee Membership:

- **Commissioner Rebeca Sosa (Chair)**
- **Commissioner Javier D. Souto (Vice Chair)**
- Commissioner Dr. Barbara Carey-Shuler
- Commissioner Jose “Pepe” Diaz
- Commissioner Bruno A. Barreiro
- Commissioner Natacha Seijas

Regional Transportation Committee

Area of Responsibility:

The area of responsibility for the Regional Transportation Committee is to provide adequate oversight and direction for one of Miami-Dade County’s most important economic engines and the effective implementation of the People’s

Transportation Plan, therefore improving the County's public transportation system.

Committee Jurisdiction:

- Miami-Dade Transit Department
 - People's Transportation Plan (PTP)
- Miami International Airport Department
 - Capital Improvement Program (CIP)
 - Miami Intermodal Center (MIC)
 - Rental Car Facility (RCF)
- Public Works Department (Surface Transportation Issues Only)

Coordinate/Liaise:

- Metropolitan Planning Organization (MPO)
- Miami-Dade Expressway Authority (MDX)
- Tri-Rail
- Citizens Independent Transportation Trust (CITT)
- Regional Transportation Organizations

Committee Memberships:

- **Commissioner Carlos A. Gimenez (Chair)**
- **Commissioner Katy Sorenson (Vice Chair)**
- Commissioner Sally A. Heyman
- Vice Chairman Dennis C. Moss
- Commissioner Dorrin D. Rolle
- Commissioner Rebeca Sosa

Community Empowerment and Economic Revitalization Committee

Area of Responsibility:

The area of responsibility for the Community Empowerment and Economic Revitalization Committee is to provide oversight and guidance to those departments and agencies that have been charged with the economic revitalization of this community and creating an atmosphere that promotes public/private partnerships while luring businesses to Miami-Dade County.

Committee Jurisdiction:

- Office of Community and Economic Development (OCED)
- Consumer Services Department
- South Florida Employment and Training Consortium
- Urban Revitalization Task Force (UTR)
- Metro-Miami Action Plan Trust (MMAP)
- Miami-Dade Seaport Department (Port of Miami)

- Department of Business Development
- Beacon Council
- International Trade Consortium (ITC)
- Free Trade Area of the Americas (FTAA)

Coordinate/Liaise:

- Empowerment Zone Trust
- Miami River Commission
- Greater Miami Convention and Visitors Bureau (GMCVB)
- Chambers of Commerce
- Tourist Development Council

Committee Memberships:

- **Commissioner Dorrin D. Rolle (Chair)**
- **Commissioner Barbara J. Jordan (Vice Chair)**
- Commissioner Bruno A. Barreiro
- Commissioner Jose “Pepe” Diaz
- Commissioner Katy Sorenson
- Commissioner Javier D. Souto

General Obligation Bond Program Subcommittee

Area of Responsibility:

The area of responsibility for the General Obligation Bond Program Subcommittee is the oversight of the successful implementation of the General Obligation Bond Program. The subcommittee may consider testimony, recommendations from task forces, coalitions, advocates, organizations, residents, or others, as necessary. ***Again, Subcommittee recommendations must be considered by each committee with jurisdiction over the subject matter before they may be forwarded to the full Board.***

Subcommittee Membership:

- **Commissioner Bruno A. Barreiro (Chair)**
- Commissioner Dorrin D. Rolle
- Commissioner Carlos A. Gimenez
- Commissioner Katy Sorenson

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COMMISSION COMMITTEES & SUBCOMMITTEE

COMMITTEES	CHAIR	VICE CHAIR	MEMBERS	ACA/ACM
INFRASTRUCTURE AND LAND USE (INLUC) {9:30 am} <i>{Bldg Code Compl; Bldg Dept; CICC; DERM; Incorporation & Annexation; MDHA; Office of Water Mgt; P&Z; PWD (non-surface transportation); SWM; WASD}</i> <i>[Coordinate w/SFWMD; S. Fla. Regional Planning Council]</i>	SEIJAS	DIAZ	Carey-Shuler, Gimenez, Jordan, Rolle	Joni Armstrong Coffey Joe Ruiz
COMMUNITY EMPOWERMENT AND ECONOMIC REVITALIZATION (CEERC) {2 pm} <i>{Beacon Council; Consumer Svcs; DBD; FTAA; ITC; MMAP; OCED; Seaport; SFETC; Urban Revitalization Task Force}</i> <i>[Coordinate w/Empowerment Zone Trust; Miami River Commission; GMCVB; Chambers of Commerce; Tourist Development Council]</i>	ROLLE	JORDAN	Barreiro, Diaz, Sorenson, Souto	Jess McCarty Tony Crapp
INTERGOVERNMENTAL, RECREATION AND CULTURAL AFFAIRS (INTERREC) {9:30 am} <i>{Art in Public Places; Cultural Affairs; Historic Preservation; Library; Marlins Facility; Museum Development; Museums and Cultural Facilities; Office of Intergovernmental Affairs; P&R; PAC; Safe Neigh Parks}</i> <i>[Coordinate w/Miami-Dade Delegation]</i>	HEYMAN	MOSS	Gimenez, Jordan, Seijas, Souto	Monica Maldonado Alina Hudak
COMMUNITY OUTREACH, SAFETY AND HEALTHCARE ADMIN. (COSHA) {2 pm} <i>{Animal Svcs; CAA; Corrections & Rehab; Elections; Emergency Mgt; Fire & Rescue; Homeland Security; Homeless Trust; Human Svcs; JAC; Medical Examiner; Police; PHT; Team Metro}</i> <i>[Coordinate w/Alliance for Human Svcs; Anti-Predatory Lending Task Force; CRB; Health Task Force Initiative; IRP; AIDS/HIV Partnership; YCTF; Juvenile Justice Task Force]</i>	SOSA	SOUTO	Carey-Shuler, Diaz, Barreiro, Seijas	Daron Fitch Susie Torriente
REGIONAL TRANSPORTATION (RTC) {9:30 am} <i>{MIA [Capital Improvement Pgm, Miami Intermodal Center, Rental Car Facility]; MDT [People's Transportation Plan; PWD (surface transportation)]</i> <i>[Coordinate w/CITT; MPO; MDX; Regional Transportation Organizations; Tri-Rail]</i>	GIMENEZ	SORENSEN	Heyman, Moss, Rolle, Sosa	Abigail Price-Williams Bill Johnson
INTERNAL MANAGEMENT AND FISCAL RESPONSIBILITY (IMFRC) {2 pm} <i>{Audit and Mgt; Commission Auditor; Communications; Employee Relations; Enterprise Tech Svcs (ETSD); Finance; GSA; HFA; Office of Fair Employment Practices; Office of Performance Improvement; OSBM; Procurement; Property Appraiser}</i> <i>[Coordinate w/Commission on Ethics & Public Trust; Efficiency & Competition Commission; Office of Inspector General]</i>	CAREY-SHULER	BARREIRO	Heyman, Moss, Sorenson, Sosa	Gerald K. Sanchez Corrine Brody
GENERAL OBLIGATION BOND PROGRAM SUBCOMMITTEE	BARREIRO		Rolle, Gimenez, Sorenson	Gerald T. Heffernan

COUNTY MANAGER'S 2005 COMMITTEE MEETING DEADLINE DATES TO SUBMIT AGENDA ITEMS

Committee Meeting Date Note: All meetings are held in the Commission Chambers	Name of Committee	Department's Deadline to Submit Items to ACMs (12:00 Noon)	County Attorney's Deadline to Receive Items (12:00 Noon)	Committee Print Date
Tues. 1/11/05 @ 9:30 AM Tues. 1/11/05 @ 2:00 PM	Infrastructure and Land Use Committee Community Empowerment & ER Committee	Mon. 12/20/04	Tue. 12/28/04	Wed. 1/5/05
Wed. 1/12/05 @ 9:30 AM Wed. 1/12/05 @ 2:00 PM	Intergovernmental, Recreation and Cultural Affairs Committee Community Outreach, S&HA Committee	Tue. 12/21/04	Wed. 12/29/04	Thurs. 1/6/05
Th. 1/13/05 @ 9:30 AM Th. 1/13/05 @ 2:00 PM	Regional Transportation Committee Internal Management and Fiscal Responsibility Committee	Wed. 12/22/04	Thurs. 12/30/04	Fri. 1/7/05
Tues. 2/8/05 @ 9:30 AM Tues. 2/8/05 @ 2:00 PM	Infrastructure and Land Use Committee Community Empowerment & ER Committee	Wed. 1/19/05	Wed. 1/26/05	Wed. 2/2/05
Wed. 2/9/05 @ 9:30 AM Wed. 2/9/05 @ 2:00 PM	Intergovernmental, Recreation and Cultural Affairs Committee Community Outreach, S&HA Committee	Thurs. 1/20/05	Thurs. 1/27/05	Thurs. 2/3/05
Th. 2/10/05 @ 9:30 AM Th. 2/10/05 @ 2:00 PM	Regional Transportation Committee Internal Management and Fiscal Responsibility Committee	Fri. 1/21/05	Fri. 1/28/05	Fri. 2/4/05
Tues. 3/8/05 @ 9:30 AM Tues. 3/8/05 @ 2:00 PM	Infrastructure and Land Use Committee Community Empowerment & ER Committee	Tues. 2/15/05	Wed. 2/23/05	Wed. 3/2/05
Wed. 3/9/05 @ 9:30 AM Wed. 3/9/05 @ 2:00 PM	Intergovernmental, Recreation and Cultural Affairs Committee Community Outreach, S&HA Committee	Wed. 2/16/05	Thurs. 2/24/05	Thurs. 3/3/05
Th. 3/10/05 @ 9:30 AM Th. 3/10/05 @ 2:00 PM	Regional Transportation Committee Internal Management and Fiscal Responsibility Committee	Thurs. 2/17/05	Fri. 2/25/05	Fri. 3/4/05
Tues. 4/12/05 @ 9:30 AM Tues. 4/12/05 @ 2:00 PM	Infrastructure and Land Use Committee Community Empowerment & ER Committee	Wed. 3/23/05	Wed. 3/30/05	Wed. 4/6/05
Wed. 4/13/05 @ 9:30 AM Wed. 4/13/05 @ 2:00 PM	Intergovernmental, Recreation and Cultural Affairs Committee Community Outreach, S&HA Committee	Thurs. 3/24/05	Thurs. 3/31/05	Thurs. 4/7/05
Th. 4/14/05 @ 9:30 AM Th. 4/14/05 @ 2:00 PM	Regional Transportation Committee Internal Management and Fiscal Responsibility Committee	Fri. 3/25/05	Fri. 4/1/05	Fri. 4/8/05
Tues. 5/10/05 @ 9:30 AM Tues. 5/10/05 @ 2:00 PM	Infrastructure and Land Use Committee Community Empowerment & ER Committee	Wed. 4/20/05	Wed. 4/27/05	Wed. 5/4/05
Wed. 5/11/05 @ 9:30 AM Wed. 5/11/05 @ 2:00 PM	Intergovernmental, Recreation and Cultural Affairs Committee Community Outreach, S&HA Committee	Thurs. 4/21/05	Thurs. 4/28/05	Thurs. 5/5/05
Th. 5/12/05 @ 9:30 AM Th. 5/12/05 @ 2:00 PM	Regional Transportation Committee Internal Management and Fiscal Responsibility Committee	Fri. 4/22/05	Fri. 4/29/05	Fri. 5/6/05

COUNTY MANAGER'S 2005 COMMITTEE MEETING DEADLINE DATES TO SUBMIT AGENDA ITEMS

Committee Meeting Date Note: All meetings are held in the Commission Chambers	Name of Committee	Department's Deadline to Submit Items to ACMs (12:00 Noon)	County Attorney's Deadline (12:00 Noon)	Committee Print Date
Tues. 6/14/05 @ 9:30 AM Tues. 6/14/05 @ 2:00 PM	Infrastructure and Land Use Committee Community Empowerment & ER Committee	Tues. 5/24/05	Wed. 6/1/05	Wed. 6/8/05
Wed. 6/15/05 @ 9:30 AM Wed. 6/15/05 @ 2:00 PM	Intergovernmental, Recreation and Cultural Affairs Committee Community Outreach, S&HA Committee	Wed. 5/25/05	Thurs. 6/2/05	Thurs. 6/9/05
Th. 6/16/05 @ 9:30 AM Th. 6/16/05 @ 2:00 PM	Regional Transportation Committee Internal Management and Fiscal Responsibility Committee	Thurs. 5/26/05	Fri. 6/3/05	Fri. 6/10/05
Tues. 8/16/05 @ 9:30 AM Tues. 8/16/05 @ 2:00 PM	Infrastructure and Land Use Committee Community Empowerment & ER Committee	Wed. 7/27/05	Wed. 8/3/05	Wed. 8/10/05
Wed. 8/17/05 @ 9:30 AM Wed. 8/17/05 @ 2:00 PM	Intergovernmental, Recreation and Cultural Affairs Committee Community Outreach, S&HA Committee	Thurs. 7/28/05	Thurs. 8/4/05	Thurs. 8/11/05
Th. 8/18/05 @ 9:30 AM Th. 8/18/05 @ 2:00 PM	Regional Transportation Committee Internal Management and Fiscal Responsibility Committee	Fri. 7/29/05	Fri. 8/5/05	Fri. 8/12/05
Tues. 9/13/05 @ 9:30 AM Tues. 9/13/05 @ 2:00 PM	Infrastructure and Land Use Committee Community Empowerment & ER Committee	Tues. 8/23/05	Tues. 8/30/05	Wed. 9/7/05
Wed. 9/14/05 @ 9:30 AM Wed. 9/14/05 @ 2:00 PM	Intergovernmental, Recreation and Cultural Affairs Committee Community Outreach, S&HA Committee	Wed. 8/24/05	Wed. 8/31/05	Thurs. 9/8/05
Th. 9/15/05 @ 9:30 AM Th. 9/15/05 @ 2:00 PM	Regional Transportation Committee Internal Management and Fiscal Responsibility Committee	Thurs. 8/25/05	Thurs. 9/1/05	Fri. 9/9/05
Tues. 10/11/05 @ 9:30 AM Tues. 10/11/05 @ 2:00 PM	Infrastructure and Land Use Committee Community Empowerment & ER Committee	Tues. 9/20/05	Tues. 9/27/05	Tues. 10/4/05
Wed. 10/12/05 @ 10:00 AM Wed. 10/12/05 @ 2:00 PM	Intergovernmental, Recreation and Cultural Affairs Committee Community Outreach, S&HA Committee	Wed. 9/21/05	Wed. 9/28/05	Wed. 10/5/05
Fri. 10/14/05 @ 9:30 AM Fri. 10/14/05 @ 2:00 PM	Regional Transportation Committee Internal Management and Fiscal Responsibility Committee	Fri. 9/23/05	Fri. 9/30/05	Fri. 10/7/05
Mon. 11/7/05 @ 9:30 AM Mon. 11/7/05 @ 2:00 PM	Infrastructure and Land Use Committee Community Empowerment & ER Committee	Tues. 10/18/05	Tues. 10/25/05	Tues. 11/1/05
Tues. 11/8/05 @ 9:30 AM Tues. 11/8/05 @ 2:00 PM	Intergovernmental, Recreation and Cultural Affairs Committee Community Outreach, S&HA Committee	Wed. 10/19/05	Wed. 10/26/05	Wed. 11/2/05
Wed. 11/9/05 @ 9:30 AM Wed. 11/9/05 @ 2:00 PM	Regional Transportation Committee Internal Management and Fiscal Responsibility Committee	Thurs. 10/20/05	Thurs. 10/27/05	Thurs. 11/3/05
Tues. 12/13/05 @ 9:30 AM Tues. 12/13/05 @ 2:00 PM	Infrastructure and Land Use Committee Community Empowerment & ER Committee	Mon. 11/21/05	Wed. 11/30/05	Wed. 12/7/05
Wed. 12/14/05 @ 9:30 AM Wed. 12/14/05 @ 2:00 PM	Intergovernmental, Recreation and Cultural Affairs Committee Community Outreach, S&HA Committee	Tues. 11/22/05	Thurs. 12/1/05	Thurs. 12/8/05
Th. 12/15/05 @ 9:30 AM Th. 12/15/05 @ 2:00 PM	Regional Transportation Committee Internal Management and Fiscal Responsibility Committee	Wed. 11/23/05	Fri. 12/2/05	Fri. 12/9/05

COUNTY MANAGER'S DEADLINE FOR BCC ITEMS NOT REQUIRING COMMITTEE REVIEW (2005)

BCC Mtg. Dates Note: All meetings are held in Commission Chambers	Department's Deadline Dates to Submit Items to ACMs (12:00 Noon)	County Attorney's Deadline to Receive Items (12:00 Noon)	MPO/Zoning Deadline to submit kits for BCC Distribution (12:00 Noon)	BCC Print Dates	Agenda Briefing Dates for Dept. Directors Conf. Room. 29-A	Agenda Briefing Dates for Commissioner's Aides Conf. Room 29-A
Thurs. 1/ 20//05 – 9:30 am	Wed. 12/22/04	Thurs. 12/30/04	Wed. 1/12/05	Wed. 1/12/05	Fri. 1/14/05 @ 8:30 am	Fri. 1/14/05 @ 11:00 am
Tues. 2/1/05 - 9:30 am	Wed. 1/5/05	Wed. 1/12/05	Tues. 1/25/05	Tues. 1/25/05	Th. 1/27/05 @ 8:30 am	Fri. 1/28/05 @ 9:00 am
Tues. 2/15/ /05 – 9:30 am	Thurs. 1/20/05	Thurs. 1/27/05	Tues. 2/8/05	Tues. 2/8/05	Th. 2/10/05 @ 8:30 am	Fri. 2/11/05 @ 9:00 am
Tues. 3/1/05 – 9:30 am	Wed. 2/2/05	Wed. 2/9/05	Tues. 2/22/05	Tues. 2/22/05	Th. 2/24/05 @8:30 am	Fri. 2/25/05 @ 9:00 am
Tues. 3/15/05 – 9:30 am	Wed. 2/16/05	Thurs. 2/24/05	Tues. 3/8/05	Tues. 3/8/05	Th. 3/10/05 @ 8:30 am	Fri. 3/11/05 @ 9:00 am
Tues. 4/5/05 – 9:30 am	Thurs. 3/10/05	Thurs. 3/17/05	Tues. 3/29/05	Tues. 3/29/05	Th. 3/31/05 @ 8:30 am	Fri. 4/1/05 @ 9:00 am
Tues 4/19/05 – 9:30 am	Thurs. 3/24/05	Thurs. 3/31/05	Tues. 4/12/05	Tues. 4/12/05	Th. 4/14/05 @ 8:30 am	Fri. 4/15/05 @ 9:00 am
Tues. 5/3/05 – 9:30 am	Thurs. 4/7/05	Thurs. 4/14/05	Tues. 4/26/05	Tues. 4/26/05	Th. 4/28/05 @ 8:30 am	Fri. 4/29/05 @ 9:00 am
Tues. 5/17/05 – 9:30 am	Thurs. 4/21/05	Thurs. 4/28/05	Tues. 5/10/05	Tues. 5/10/05	Th. 5/12/05 @ 8:30 am	Fri. 5/13/05 @ 9:00 am
Tues. 6/7/05 – 9:30 am	Wed. 5/11/05	Wed. 5/18/05	Tues. 5/31/05	Tues. 5/31/05	Th. 6/2/05 @ 8:30 am	Fri. 6/3/05 @ 9:00 am
Tues. 6/21/05 – 9:30 am	Wed. 5/25/05	Thurs. 6/2/05	Tues. 6/14/05	Tues. 6/14/05	Th. 6/16/05 @ 8:30 am	Fri. 6/17/05 @ 9:00 am
Th. 7/7/05 – 9:30 am	Fri. 6/10/05	Fri. 6/17/05	Wed. 6/29/05	Wed. 6/29/05	Fri. 7/1/05 @ 8:30 am	Fri. 7/1/05 @11:00 am
Tues. 8/23/05 – 9:30 am	Tues. 8/2/05	Tues. 8/9/05	Tues. 8/16/05	Tues. 8/16/05	Th. 8/18/05 @ 8:30 am	Fri. 8/19/05 @ 9:00 am
Th. 9/8/05 – 9:30 am	Fri. 8/12/05	Thurs. 8/19/05	Wed. 8/31/05	Wed. 8/31/05	Tues. 9/6/05 @ 8:30 am	Tues. 9/6/05 @ 11:00 am
Tues. 9/20/05 – 9:30 am	Wed. 8/24/05	Wed. 8/31/05	Tues. 9/13/05	Tues. 9/13/05	Th. 9/15/05 @ 8:30 am	Fri. 9/16/05 @ 9:00 am
Tues. 10/18/05 – 9:30 am	Wed. 9/21/05	Wed. 9/28/05	Tues. 10/11/05	Tues. 10/11/05	Th. 10/13/05 @ 8:30 am	Fri. 10/14/05 @ 9:00 am
Tues. 11/1/05 – 9:30 am	Wed. 10/5/05	Thurs. 10/13/05	Tues. 10/25/05	Tues. 10/25/05	Th. 10/27/05 @ 8:30 am	Fri. 10/28/05 @ 9:00 am
Tues. 11/15/05 – 9:30 am	Wed. 10/19/05	Wed. 10/26/05	Mon. 11/7/05	Mon. 11/7/05	Th. 11/10/05 @ 8:30 am	Th. 11/10/05 @ 11:00 am
Tues. 12/6/05 – 9:30 am	Mon. 11/7/05	Tues. 11/15/05	Tues. 11/29/05	Tues. 11/29/05	Th. 12/1/05 @ 8:30 am	Fri. 12/2/05 @ 9:00 am
Tues. 12/20/05 – 9:30 am	Tues. 11/22/05	Thurs. 12/1/05	Tues. 12/13/05	Tues. 12/13/05	Th. 12/15/05 @ 8:30 am	Fri. 12/16/05 @ 9:00 am

MIAMI-DADE COUNTY COMMISSION



Rules of Procedure

Revised 3/1/2005

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HOME RULE CHARTER

CITIZEN'S BILL OF RIGHTS

* * *

5. Right to be Heard. So far as the orderly conduct of public business permits, any interested person has the right to appear before the Commission or any municipal council or any County or municipal agency, board or department for the presentation, adjustment or determination of an issue, request or controversy within the jurisdiction of the governmental entity involved; provided, nothing herein shall prohibit the Commission or any municipal council from referring a matter to a committee of each of their respective bodies to conduct a public hearing, unless prohibited by law. Matters shall be scheduled for the convenience of the public, and the agenda shall be divided into approximate time periods so that the public may know approximately when a matter will be heard. Nothing herein shall prohibit any governmental entity or agency from imposing reasonable time limits for the presentation of a matter.

* * *

Section 1.02. Resolutions and Ordinances.

A. The Board shall adopt its own rules of procedure and shall decide which actions of the Board shall be by ordinance or resolution, except as otherwise provided in this Charter and except that any action of the Board which provides for raising revenue, appropriating funds, or incurring indebtedness (other than refunding indebtedness), or which provides a penalty or establishes a rule or regulation for the violation of which a penalty is imposed shall be by ordinance.

B. Every ordinance shall be introduced in writing and shall contain a brief title. The enacting clause shall be "Be it Ordained by the Board." After passage on first reading, a short summary of the ordinance shall be published in a daily newspaper of general circulation at least once together with a notice of the time when and place where it will be given a public hearing and be considered for final passage. The first such publication shall be at least one week prior to the time advertised for hearing. No ordinance shall be declared invalid by reason of any defect in publication or title if the published summary gives reasonable notice of its intent.

C. At the time and place so advertised, or at any time and place to which such public hearing may from time to time be adjourned, the ordinance shall be read by title and a public hearing shall be held. After the hearing, the Board may pass the ordinance with or without amendment. No provision herein shall prohibit a committee of the commission from conducting such public hearing, as provided by Section 1.08.

D. The Board may adopt in whole or in part any published code by reference as an ordinance in the manner provided by law.

E. The effective date of any ordinance shall be prescribed therein, but the effective date shall not be earlier than ten days after its enactment.

F. To meet a public emergency affecting life, health, property, or public safety the Board by two-thirds vote of the members of the Board may adopt an emergency ordinance at the meeting at which it is introduced, and may make it effective immediately, except that no such ordinance may be used to levy taxes, grant or extend a franchise, or authorize the borrowing of money. After the adoption of an emergency ordinance, the Board shall have it published in full within ten days in a daily newspaper of general circulation.

G. Each ordinance and resolution after adoption shall be given a serial number and shall be entered by the clerk in a properly indexed record kept for that purpose.

* * *

Section 1.08. Organization of the Commission and Commission Committees.

Commencing with the election of Mayor in 1996, the Mayor shall not be a member of the Commission. The Commission shall select the chairperson and vice-chairperson of the commission. The Chairperson shall preside over commission meetings and perform such other duties set forth in the charter and ordinances of Miami-Dade County. The Vice-Chairperson shall perform the duties of the chairperson in the absence or incapacity of the Chairperson. Any member may be selected by the Commission to preside over commission meetings in the event of the absence of the Chairperson and the Vice-Chairperson.

The Commission may organize itself into standing committees, special committees, and ad hoc committees. Upon formation of any such committees, the Commission may appoint its members or authorize the Chairperson to appoint committee members. Commission committees may conduct public hearings, as authorized by ordinance of the Commission. The Clerk of the Circuit Court or a deputy shall serve as clerk of the Commission. No action of the Commission shall be taken except by a majority vote of those present at a meeting at which a majority of the Commissioners then in office is present. All meetings shall be public.

* * *

Section 1.10. Responsibilities of the Mayor.

The Mayor shall serve as head of the county government with the following specific responsibilities:

A. The Mayor shall within ten days of final adoption by the Commission, have veto authority over any legislative, quasi-judicial, zoning, master plan or land use decision of the Commission, including the budget or any particular component contained therein which was approved by the Commission; provided, however, that (1) if any revenue item is vetoed, an

expenditure item in the same or greater dollar amount must also be vetoed and (2) the Mayor may not veto the selection of the chairperson or vice-chairperson of the commission, the enactment of commission committee rules, the formation of commission committees, or the appointment of members to commission committees. The Commission may at its next regularly scheduled meeting after the veto occurs, override that veto by a two-thirds vote of the Commissioners present.

B. When one person succeeds another in the position of Mayor, the successor shall have the right to appoint the Manager, subject to the approval within 14 days of a majority of the Commissioners then in office. The Mayor shall appoint the Manager, subject to the approval within 14 days of a majority of the Commissioners then in office. The Mayor may remove the Manager subject to the Commission's conducting a hearing within 10 days of said removal and the Commission's overriding the Mayor's action by a two-thirds vote of those Commissioners then in office. Additionally, the Commission by a two-thirds vote of those Commissioners then in office shall be able to remove the Manager.

**CODE OF MIAMI-DADE COUNTY
CHAPTER 2. ADMINISTRATION**

ARTICLE I. IN GENERAL

Sec. 2-1. RULES OF PROCEDURE OF COUNTY COMMISSION

PART 1. GOVERNING RULES

Rule 1.01. GOVERNING RULES.

Except as may be provided in the charter, the code or by these rules, questions of order, the methods of organization and the conduct of business of the commission shall be governed by Mason's Manual of Legislative Procedure (1953 Edition).

PART 2. OFFICERS

Rule 2.01. CHAIRPERSON AND VICE-CHAIRPERSON.

(a) CHAIRPERSON.

- (1) ELECTION, TERM, TERM LIMITATION, AND REMOVAL. A chairperson of the board of county commissioners shall be elected for a term of two (2) years by the vote of at least seven (7) commissioners at the commission meeting following the installation of the county commissioners during each even-numbered year. The chairperson's term shall commence on January 1 of the following year. The chairperson may be removed prior to the expiration of his or her term by the vote of nine (9) commissioners. No commissioner shall serve as chairperson of the county commission for more than two consecutive years.
- (2) DUTIES OF CHAIRPERSON. The chairperson shall: (a) preside at all meetings of the commission and preserve strict order and decorum; (b) state every question coming before the commission and announce the decision of the commission on all matters coming before it; (c) appoint the chairpersons, vice-chairpersons and members of all commission committees, including standing committees, ad hoc committees and subcommittees; (d) convene committees of the whole; (e) designate and supervise all persons who shall serve as employees of the entire county commission, as set forth in the pool budget, including employees of the Office of Legislative Analysis; (f) have responsibility for the administration of the pool budget of the board of county commissioners, in conjunction with the manager; (g) issue subpoenas, subpoenas duces tecum, and other necessary process to compel the attendance of witnesses and the production of any books, letters, or other documentary evidence required by a committee, upon the request of the chairperson of any commission committee; (h) schedule the meetings of all commission

committees, in consultation with the committee chairperson and vice-chairperson, to provide each with an opportunity to meet without conflicting with the meetings of other committees; and (i) designate the arrangement and configuration of the county commission dais. The chairperson shall serve as an ex-officio voting member of all commission committees but shall not count as a member of a committee for purposes of determining the existence of a quorum.

(b) **VICE-CHAIRPERSON.**

- (1) **ELECTION, TERM, TERM LIMITATION AND REMOVAL.** A vice-chairperson of the board of county commissioners shall be elected for a term of two (2) years by the vote of at least seven (7) commissioners at the commission meeting following the installation of the county commissioners during each even-numbered year. The term of office for the vice-chairperson of the board shall commence on January 1 of the following year. The vice-chairperson may be removed prior to the expiration of his or her term by the vote of at least seven (7) commissioners. No commissioner shall serve as vice-chairperson of the county commission for more than two consecutive years.
- (2) **DUTIES OF VICE-CHAIRPERSON.** Unless the chairperson appoints the vice-chairperson as a voting member of a committee, the vice-chairperson shall serve as an ex-officio non-voting member of each commission committee, but shall not count as a member of a committee on which he or she serves as a non-voting member for purposes of determining the existence of a quorum. The vice-chairperson of the board shall perform the duties of the chairperson in the event of the absence or incapacity of the chairperson. The vice-chairperson shall complete the unfinished term of any chairperson who resigns or is removed as chairperson of the commission.

Rule 2.02. CLERK.

The clerk of the circuit court or a designated deputy clerk shall act as clerk of the commission. The clerk of the commission shall prepare the minutes and shall certify all ordinances and resolutions adopted by the commission.

Rule 2.03. COUNTY ATTORNEY.

The county attorney, or such member of the office of the county attorney as may be designated, shall be available to the commission at all meetings. The county attorney shall act as parliamentarian, and shall advise and assist the presiding officer in matters of parliamentary law.

Rule 2.04. SERGEANT-AT-ARMS.

The Miami-Dade police director, or such other county official or employee as the commission may designate, shall be the sergeant-at-arms at commission meetings, commission committee and subcommittee meetings and community council meetings. The sergeant-at-arms shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the meetings.

PART 3. MEETINGS

Rule 3.01. REGULAR MEETINGS.

- (a) The commission shall hold regular meetings on the first and third Tuesday and Thursday of each month, and when the day fixed for any such regular meeting falls on a day designated by law as a legal holiday, such meeting may be held on another day selected by the commission, or such meeting may be canceled at the discretion of the commission. Unless otherwise determined by the commission, regular meetings shall commence at 9:30 in the morning and shall end no later than 6:30 p.m. each day. Regular meetings may be otherwise postponed or canceled (1) by resolution or motion adopted at a regular meeting by a majority of the commission members present or (2) by the chairperson and six (6) other members of the commission serving notice containing the required seven (7) signatures upon the clerk who shall provide public notice when a meeting is canceled. All regular meetings shall be held in the commission chambers, Stephen P. Clark Center, 111 N.W. 1 Street, Miami, Florida 33128, or such location as may be approved by a majority of the commission members present and shall be open to the public and all news media.
- (b) The commission shall consider and determine zoning matters at its regular meetings.
- (c) The second reading (public hearing) of the annual budget ordinance shall be considered at a meeting at which the said budget ordinance and the levy of the millage are the only items on the agenda.

Rule 3.02. SPECIAL MEETINGS; EMERGENCY MEETINGS.

- (a) SPECIAL MEETINGS. A special meeting of the Commission may be called by a majority of the members of the commission. Whenever a special meeting is called, a notice in writing signed by such majority shall be served upon the chairperson and the clerk. The clerk shall forthwith serve verbal and written notice upon each member of the commission stating the date, hour and place of the meeting and the purpose for which such meeting is called, and no other business shall be transacted at that meeting. At least twenty-four (24)

hours must elapse between the time the clerk receives notice in writing and the time the meeting is to be held.

- (b) **EMERGENCY MEETINGS.** An emergency meeting of the commission may be called by the chairperson whenever in his or her opinion an emergency exists which requires immediate action by the commission. Whenever such emergency meeting is called, the chairperson shall notify the clerk who shall forthwith serve either verbal or written notice upon each member of the commission, stating the date, hour and place of the meeting and the purpose for which it is called, and no other business shall be transacted at that meeting. At least twenty-four (24) hours shall elapse between the time the clerk receives notice of the meeting and the time the meeting is to be held.
- (c) If, after reasonable diligence, it is impossible to give notice to each commissioner, such failure shall not affect the legality of the meeting if a quorum is present. The minutes of each special or emergency meeting shall show the manner and method by which notice of such special or emergency meeting was given to each member of the commission, or shall show a waiver of notice. All special or emergency meetings shall be open to the public and shall be held and conducted in the commission chambers, Stephen P. Clark Center, 111 N.W. 1 Street, Miami, Florida 33128, or other suitable location within Miami-Dade County, Florida. Minutes thereof shall be kept by the clerk.
- (d) No special or emergency meeting shall be held unless notice thereof shall be given in compliance with the provisions of this rule, or notice thereof is waived by a majority of the entire membership of the commission.

Rule 3.03. SIGNATURE REQUIREMENT.

Whenever in these rules an action requires the signature of a commissioner, a signature is acceptable when the commissioner: (1) provides an original handwritten signature; (2) provides a facsimile of an original handwritten signature; or (3) authorizes use of the commissioner's stamp and the stamp is accompanied by a legible signature of the staffer authorized to utilize such stamp. The authority to use a commissioner's stamp shall be evidenced by a written document on file with the office of the chairperson and the county attorney.

PART 4. COMMITTEES

Rule 4.01. COMMITTEES.

- (a) **ESTABLISHMENT OF COMMISSION COMMITTEES.** The county commission shall convene as a committee of the whole within 30 days of the date of the election of the commission chairperson and vice-chairperson to make recommendations to the chairperson regarding: the number of standing county commission committees, provided that there shall be no more than six (6) committees; the subject matter of the commission's standing committees; the number of members on each standing committee; and the maximum number, if

any, of standing committees on which a commissioner may serve. Within thirty (30) days of the chairperson's receipt of the recommendations of the committee of the whole, the commission chairperson shall establish no more than six (6) standing county commission committees, determine the subject matter of these committees, the maximum number, if any, of standing committees on which a commissioner may serve, and the number of members on each committee and shall establish any additional procedural rules of order consistent with this section which are necessary for the efficient and effective operation of the committee system.

- (b) **APPOINTMENT OF COMMITTEE MEMBERS.** The chairperson of the county commission shall appoint the membership of each commission committee after he or she has received any written expressions of interest from commissioners as to their preferences for committee service.
- (c) **COMMITTEE CHAIRPERSON AND VICE-CHAIRPERSON.** A chairperson and a vice-chairperson of each commission committee shall be appointed by the chairperson of the commission and shall continue in office at the pleasure of the chairperson of the commission. The chairperson of the commission shall also appoint a chairperson for each subcommittee authorized by these rules and may designate a vice-chairperson, both of whom shall continue in office at the pleasure of the chairperson of the commission. No commissioner shall serve as chairperson or vice-chairperson of the same committee for more than two consecutive years. The committee chairperson shall set the order of items on the committee agenda for each committee meeting. The chairperson shall preserve order and decorum and shall have general control of committee proceedings. If there is a disturbance or disorderly conduct during the committee meeting, the chairperson or vice-chairperson may require participants in the disturbance to clear the room. The vice-chairperson shall perform the duties of the chairperson in the absence of the chairperson. If the chairperson and vice-chairperson are absent, the committee may select one of its members to perform the duties of the chair for the meeting during which the chairperson and the vice-chairperson are absent.
- (d) **POWERS OF COMMISSION COMMITTEES.** Commission committees and subcommittees are authorized:
 - (1) To maintain a continuous review of the work and performance of county agencies within the jurisdiction of each committee;
 - (2) To invite public officials, employees, and private individuals to appear before the committees or subcommittees to submit information;
 - (3) To request reports from departments performing functions reasonably related to each committee's jurisdictions;

- (4) To complete interim projects assigned by the chairperson of the commission;
 - (5) To review and make recommendations with regard to prospective agenda items, and to propose or amend the same; and
 - (6) Notwithstanding any provision to the contrary in the Code, to conduct public hearings, unless state or federal law requires the county commission to conduct a given public hearing.
- (e) **ANCILLARY POWERS.** In order to carry out its duties, each commission committee shall be empowered to inspect and investigate the books, records, papers, documents, data, operations, and physical plant of any department, agency or entity of Miami-Dade County. The chairperson of a commission committee may request the chairperson of the commission to issue subpoenas, subpoenas duces tecum, and other necessary process to compel the attendance of witnesses and the production of any books, letters, or other documentary evidence required by such committee. The chairperson of the commission may issue said process at the request of the committee chairperson. Any member of a standing committee or subcommittee may administer oaths and affirmations, in the manner prescribed by law to witnesses who appear before such committees to testify in any matter requiring evidence.
- (f) **COMMITTEE AND COMMISSION AGENDAS.** Administrative deadlines for printing the committee and commission agendas shall be established by the county manager and the county attorney that are sufficient to allow for timely printing of the committee and commission agendas. The commission chairperson, in consultation with the county attorney and county manager, shall assign all resolutions, ordinances for second reading, reports and other prospective agenda items received by the applicable administrative deadline to the appropriate committee agenda for consideration as required by these rules. Following any required committee consideration, the commission chairperson, in consultation with the county attorney and the county manager, shall place items on the appropriate commission agenda, as permitted by these rules. A duly authorized designee of the county manager, the county attorney, or the chairperson may carry out the duties assigned to these persons pursuant to this paragraph.
- (g) **SUBCOMMITTEES.** The chairperson of the county commission may appoint a subcommittee to study or investigate a specific matter falling within the jurisdiction of a standing committee or to consider legislation or policy issues referred to it. The chairperson of the commission shall be notified on completion of the assignment. Subcommittees shall exist only for the time period necessary to complete their assignments and report to their commission committees; provided, however, that subcommittees shall not be in existence for a period in excess of ninety (90) days, unless otherwise specified by the commission chairperson. Reports prepared by subcommittees shall be reviewed by the commission committee with jurisdiction over the subject matter of the report and accepted,

amended, or rejected by majority vote of those committee members present.

- (h) **COMMITTEE DELIBERATIONS.** A commission committee may take one of the following actions with respect to each matter referred to the committee for action:

- (1) Recommend favorably;
- (2) Recommend favorably with committee amendment(s);
- (3) Forward without recommendation, upon the unanimous vote of the members of the committee who are present;
- (4) Receive a report;
- (5) Lay the matter on the table resulting in the matter not being placed on an agenda of the county commission; or
- (6) Defer or take no action on an item for a maximum of two consecutive committee meetings. Deferral of or failure to act on a matter beyond two consecutive committee meetings shall cause the matter to be laid on the table, as set forth in the preceding subparagraph.

- (i) **COMMITTEE CONSIDERATION REQUIRED.** Except as provided elsewhere in these rules, no item shall be placed on a commission agenda or considered by the county commission, unless each committee to which the item has been referred has forwarded the item to the commission pursuant to section 4.01(h)(1), (2), (3), or (4) above.

- (j) **EXCEPTIONS TO COMMITTEE REQUIREMENT.**

- (1) An item that has not been considered by a committee may be placed on the agenda of the county commission if the chairperson of the committee to which the item has been referred requests a waiver in writing and the commission chairperson concurs.
- (2) Quasi-judicial items, special taxing districts, ordinances for first reading, consent agenda items, district office fund allocations, special presentations, road closings, road codesignations, citizens' presentations, bid protests, settlements and resolutions expressing intent shall be heard directly by the county commission.

- (k) **EMERGENCY MATTERS; TIME SENSITIVE MATTERS.** A matter that has not been considered by the committee(s) to which it is assigned may be placed on the agenda of the county commission by the chairperson to meet a public emergency as provided in section 1.02 of the Home Rule Charter. Time sensitive matters with little or no financial impact on the county may be placed on an agenda of the county commission by the chairperson of the commission without having been considered by a committee.

- (l) **QUORUM.** A quorum of any commission committee must be present in order for

committee to take action. A majority of the members of each commission committee or subcommittee shall constitute a quorum.

- (m) **CALLING COMMITTEE TO ORDER.** The chairperson or, in the chairperson's absence, the vice-chairperson, shall call the committee to order at the time for which the meeting was noticed. On the appearance of a quorum the committee shall proceed with the order of business.
- (n) **"3-DAY RULE".** A copy of each agenda item shall be furnished to the members of each committee and subcommittee not later than three (3) working days before a vote may be called on the item. The provisions of this rule shall be deemed waived unless asserted by a commissioner before the committee takes action on the resolution, ordinance, motion or other item in question.

Proposed committee agenda items not delivered in accordance with the preceding paragraph (except for alternates, and substitutes), which are sponsored by a commissioner shall not be placed on the committee agenda unless placed on the agenda at the request of the committee chair and accompanied by the signatures of at least a majority of the members of the committee. Proposed agenda items not delivered in accordance with the preceding paragraph, (except for alternates and substitutes) and which are sponsored by the county manager, shall require the affirmative vote of two-thirds of committee members present to be considered by committee.

- (o) **MEMBERS' ATTENDANCE.** Committee attendance requirements shall be established by the chairperson of the commission, after receiving recommendations by a commission committee of the whole regarding any attendance requirements.
- (p) **MAJORITY VOTE REQUIRED.** Unless otherwise specified in these rules, an affirmative vote of voting members present, as long as a quorum is present, shall be required to act upon any ordinance, resolution, report or other matter considered by the committee.
- (q) **RECONSIDERATION.** Any committee action taken pursuant to Rule 4.01(h) may be reconsidered only at the same meeting at which the action was taken.
- (r) **RENEWAL.** Once an ordinance or resolution is laid on the table in a committee, the proposed ordinance or resolution may not be brought before that committee again during the three (3) month period following the date the item is laid on the table (subject to the provisions of Rule 4.01(q)), unless an application for renewal made by two-thirds (2/3) of the committee members is first submitted to the chairperson of the committee.
- (s) **STATEMENTS OF FISCAL IMPACT REQUIRED FOR ORDINANCES; EXCEPTIONS.** Prior to the public hearing of any ordinance, the county manager shall prepare a written statement setting forth the fiscal impact, if any, of the

proposed ordinance. No public hearing on any ordinance shall be held, if the statement of fiscal impact is not submitted with the ordinance as part of the agenda. The provision of this rule shall not apply to any emergency ordinance or any budget ordinance.

PART 5. CONDUCT OF MEETINGS; AGENDA

Rule 5.01. CALL TO ORDER.

Promptly at the hour set for each meeting, the members of the commission, the county attorney, the manager and the clerk shall take their regular stations in the commission chamber. The chairperson shall take the chair and shall call the commission to order immediately. In the absence of the chairperson and vice-chairperson, the clerk shall then determine whether a quorum is present and in that event shall call for the election of a temporary presiding officer. Upon the arrival of the chairperson or vice-chairperson, the temporary presiding officer shall relinquish the chair upon the conclusion of the business immediately before the commission.

Rule 5.02. ROLL CALL.

The clerk shall call the roll of the members, and the names of those present shall be entered in the minutes. In the event the roll call reflects the absence of any member on official county business that fact shall be noted in the minutes. Any county commissioner who intends to be absent from any commission meeting shall notify the clerk of the board of the intended absence as soon as convenient.

Rule 5.03. QUORUM.

A majority of the commissioners then in office shall constitute a quorum. No ordinance, resolution or motion shall be adopted by the commission without the affirmative vote of the majority of all the members present.

Rule 5.04. FAILURE TO ATTAIN A QUORUM.

Should no quorum attend within thirty (30) minutes after the hour appointed for the meeting of the commission, the chairperson or the clerk may adjourn the meeting until another hour or day unless, by unanimous agreement, those members present select another time. The names of the members present and their action at such meeting shall be recorded in the minutes by the clerk.

Rule 5.05. AGENDA.

(a) ORDER OF BUSINESS.

- (1)** There shall be an official agenda for every meeting of the commission which shall determine the order of business conducted at the meeting. The order of business for Tuesday meetings shall be as follows:

1. invocation
pledge of allegiance
roll call
reports of official county boards
citizen's presentations
motion to set agenda
commission auditor
office of intergovernmental affairs
2. mayoral vetoes
mayoral reports
3. consent agenda
4. ordinances for first reading
5. public hearings, which shall be scheduled
for 9:30 a.m.
6. chairperson of the board of county
commissioners
7. ordinances for second reading
8. departments
9. additional departmental items
10. authorities, boards, councils and trusts
11. county commissioners
12. county manager
13. county attorney
14. items subject to "4-day rule"
15. clerk of the board.

Items shall be considered in the order in which they are placed on the agenda unless a majority of the commissioners determines to deviate from the printed agenda or in the discretion of the chairperson, certain matters should be taken out of order to help eliminate logistical concerns or exigent circumstances which would impede the proper functioning of the commission. During a commission meeting, commissioners may identify certain items for individual consideration (i.e., the "pull list"). Agenda items not selected for individual consideration may be approved in a single vote.

The commission shall not take action upon any matter when it is first presented to the commission in a report or reports made by the County Commissioners.

(2) At Thursday meetings the following items of business shall be conducted in the following order:

1. special presentations and proclamations
2. policy matters for discussion by the board
3. zoning
4. metropolitan planning organization (MPO)
5. workshops

(b) **AUTHORITY TO SPONSOR OR PRESENT ITEMS ON AGENDA.**

(1) Matters may be presented or sponsored by any county commissioner, a commission committee, the county manager, the county attorney and the clerk of the commission.

(2) Proposed agenda items not delivered in accordance with subsection(c) hereof or which have not been considered by any committee, (except for alternates, substitutes, board appointments and office allocations) shall not be placed on the agenda unless accompanied by the signatures of at least seven members of the board of county commissioners. Proposed agenda items not delivered in accordance with subsection (c) hereof, (except for alternates, substitutes, reports, and supplements) and which are sponsored by the county manager, shall not be placed on the agenda unless the county manager certifies in writing in a memorandum attached to the item that the matter (1) is time sensitive and states the reasons for that determination, or (2) is an emergency affecting life, health, property, or public safety. Such items shall require the affirmative vote of two-thirds of board members present for adoption or enactment.

(c) **"4-DAY RULE".** A copy of each agenda item shall be furnished the members of the commission not later than four (4) working days before a vote may be called on the item. The provisions of this rule shall be deemed waived unless asserted by a commissioner before the board takes action on the resolution, ordinance, motion or other item in question. The provisions of the rule may not be waived under rule 7.01(n); however, this rule is not applicable to special or emergency meetings called pursuant to Rule 3.02.

(d) **APPROVAL OF MINUTES.** Unless a reading of the minutes of a meeting is requested by a majority of the commission, such minutes, when approved by the

commission and signed by the presiding officer and the clerk, shall be considered approved without reading; provided that the clerk shall place a copy of the minutes of each meeting, as soon as they have been completed, at a designated place in the clerk's office where they may be examined by the commissioners prior to formal approval. A copy of such minutes shall, upon completion by the clerk, be delivered to the county manager and county attorney. The minutes of prior meetings may only be approved by a majority of the commissioners present at a meeting of the commission, and upon such approval shall become the official minutes.

- (e) **REMOVAL OF PUBLIC HEARING ITEMS FROM THE AGENDA.** The sponsor of an item scheduled for public hearing shall be able to withdraw that item from the Commission agenda at any time prior to the commencement of the public hearing by written notification to the agenda coordinator.
- (f) **PUBLIC HEARINGS HEARD BY COMMITTEE.** When a public hearing relating to an ordinance or resolution is conducted before a commission committee as authorized herein, no additional testimony from the public shall be permitted except by a majority vote of those members present before final action is taken; however, debate by commissioners shall be allowed.

Rule 5.06. ORDINANCES, RESOLUTIONS, MOTIONS, CONTRACTS.

- (a) **PREPARATION AND ENACTMENT OF ORDINANCES.** The county attorney, when requested, shall prepare ordinances and resolutions.

Ordinances may be introduced and listed by title and shall be read by title only before consideration by the commission on first reading. On first reading of ordinances, there shall be no discussion by either county commissioners, county staff or members of the public. On first reading only, the commission may either vote for all ordinances in one vote or may vote separately on any ordinance. At second reading, each ordinance shall be voted on individually.

- (b) **APPROVAL BY COUNTY ATTORNEY.** All ordinances, resolutions and contract documents, before presentation to a commission committee or the commission, shall have been reduced to writing and shall have been approved as to form and legality by the county attorney. Prior to presentation all such documents may be referred to the head of the department under whose jurisdiction the administration of the subject matter of the ordinance, resolution or contract document would devolve. The county attorney shall communicate with a designated staff person from each commissioner's office regarding the preparation and tracking of agenda items.
- (c) **INTRODUCTION AND SPONSORSHIP.** Ordinances, resolutions and other matters and subjects requiring action by the commission must be introduced and sponsored by a member of the commission, except that either the manager or the county attorney may present ordinances, resolutions and other matters or subjects

to the commission for consideration, and any commissioner may assume sponsorship thereof by moving that such ordinance, resolution, matter or subject be adopted in accordance with law; otherwise they shall not be considered.

- (d) EXCEPTION. The provisions of this Rule 5.06 shall not be applicable to zoning resolutions which shall be governed exclusively by Chapter 33 of the code.
- (e) WHEN ACTION TO BE TAKEN BY RESOLUTION OR ORDINANCE. All actions of the commission may be taken by motion, resolution or ordinance except that any action of the commission which provides for raising revenue, appropriating funds or incurring indebtedness (other than refunding indebtedness), or which provides a penalty or establishes a rule or regulation for the violation of which a penalty is imposed, shall be by ordinance.
- (f) ORDINANCES DIRECTLY AFFECTING MUNICIPALITIES. Any proposed county ordinances that would directly affect the jurisdiction or the duties of municipalities or their officers, or any proposed ordinances that may have a direct fiscal impact upon municipal governments in Miami-Dade County, shall be scheduled for public hearing no sooner than six (6) weeks after its passage on first reading. At least four (4) weeks prior to the scheduled public hearing, the County Manager is directed to mail or e-mail a copy of the proposed ordinance to each city clerk, city attorney, city manager and the Executive Director of the Miami-Dade League of Cities, Inc. The County Manager's communication shall include the date of the scheduled public hearing and shall state that the proposed ordinance may have an impact upon municipalities. This subsection shall be construed as directory only, and failure to comply with the provisions hereof shall not affect the validity of any ordinance.

Rule 5.07. LIMITATION ON AGENDA ITEMS.

- (a) No commissioner shall sponsor or co-sponsor a total of more than three ordinances for first reading on a single commission agenda. No commissioner shall request the preparation of more than three resolutions between regular commission meetings. This provision shall not be applied to ordinances or resolutions which are intended to correct scrivener's errors.
- (b) An agenda item shall be deemed withdrawn upon its third deferral. The provisions of this subsection shall not apply to zoning applications or to applications to amend the Comprehensive Development Master Plan.

Rule 5.08. STATEMENT OF PRIVATE BUSINESS SECTOR IMPACT REQUIRED FOR ORDINANCE

At the request of any commissioner at the first reading of any ordinance that regulates private business, land development or building code standards, the county manager shall prepare a written statement setting forth the fiscal impact, if any, of the proposed ordinance on the private business sector. No ordinance regulating private business, land development or building code

standards shall be considered on second reading if the requested statement of fiscal impact on private business is not submitted with the ordinance as part of the agenda.

PART 6. PUBLIC PARTICIPATION

Rule 6.01. PERSONS AUTHORIZED ON THE DAIS.

No person, except county officers or their representatives, shall be permitted on the dais unless authorized by the presiding officer or a majority of the commission.

Rule 6.02. CITIZENS' PRESENTATIONS; PUBLIC HEARINGS.

- (a) **CITIZENS' PRESENTATIONS.** Any citizen shall be entitled to be placed on the official agenda of a regular meeting of the commission and be heard concerning any matter within the scope of the jurisdiction of the commission. Only commissioners and the county manager may place a citizen on the official agenda. The deadline for placing a citizen on the agenda is noon on Monday of the week preceding the week of the meeting at which said citizen wishes to be heard. No action may be taken by the commission on an item heard as a citizen's presentation unless two-thirds (2/3) of the members present deem that the issue requires immediate commission action.
- (b) **PUBLIC HEARINGS.** Any citizen shall be entitled to speak on any matter appearing on the official agenda under the section entitled "Public Hearings".
- (c) **PUBLIC DISCUSSION ON AGENDA ITEMS.** No citizen shall be entitled as a matter of right to address the commission on any matter listed on or added to the official agenda which is not scheduled for citizen's presentations, public hearing, discussion or debate.

Rule 6.03. REGISTRATION OF SPEAKERS.

- (a) The office of agenda coordinator shall prepare appropriate registration cards which should indicate the speaker's name, the agenda item on which he or she is speaking, and whether he or she is speaking in favor of or against the proposed item.
- (b) On the day of the commission meeting, a person desiring to speak shall register with the office of the agenda coordinator, at least fifteen (15) minutes prior to the commencement of the discussion on the item, at a registration table in the lobby of the commission chambers.
- (c) Failure to comply with the registration provisions of this rule shall prohibit a person from speaking on any item for which he or she is not properly registered.

- (d) In the event that the seats in the commission chambers are filled to capacity, the office of the agenda coordinator shall provide appropriate overflow seating in an area where the commission meeting is being monitored on television.

Rule 6.04. ADDRESSING COMMISSION, MANNER, TIME.

Each person, other than salaried members of the county staff, who addresses the commission shall step up to a podium and shall give the following information in an audible tone of voice for the minutes:

- (a) Name;
- (b) Address;
- (c) Whether the person speaks on his or her own behalf, a group of persons, or a third party; or if the person represents an organization; and whether the view expressed by the speaker represents an established policy of the organization approved by the board or governing council;
- (d) Compensation, if any;
- (e) Whether the person or any immediate family member has a personal financial interest in the pending matter, other than as set forth in (d).

Unless further time is granted by the commission, the statement shall be limited to five (5) minutes. All remarks shall be addressed to the commission as a body and not to any member thereof. No person, other than commissioners and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the commission, without the permission of the presiding officer. No question shall be asked a commissioner except through the presiding officer.

Rule 6.05. DECORUM.

Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the commission shall be barred from further appearance before the commission by the presiding officer, unless permission to continue or again address the commission is granted by the majority vote of the commission members present.

No clapping, applauding, heckling or verbal outbursts in support or opposition to a speaker or his or her remarks shall be permitted. No signs or placards shall be allowed in the commission chamber. Persons exiting the commission chamber shall do so quietly.

The use of cell phones in the commission chambers is not permitted. Ringers must be set to silent mode to avoid disruption of proceedings. Individuals, including those on the dais, must exit the chambers to answer incoming cell phone calls. County employees may not use cell phone cameras or take digital pictures from their positions on the dais.

PART 7. RULES OF DEBATE

Rule 7.01. RULES OF DEBATE.

- (a) **QUESTIONS UNDER CONSIDERATION.** When a motion is presented and seconded, it is under consideration and no other motion shall be received thereafter, except to adjourn, to lay on the table, to postpone, or to amend until the question is decided. These motions shall have preference in the order in which they are mentioned and the first two shall be decided without debate. Final action upon a pending motion may be deferred until a date certain by a majority of the members present.
- (b) **AS TO THE PRESIDING OFFICER.** The presiding officer, upon relinquishing the chair, may move, second, debate and vote, subject only to such limitations as are by these rules imposed upon all members.
- (c) **GETTING THE FLOOR, IMPROPER REFERENCES TO BE AVOIDED.** Every member desiring to speak for any purpose shall address the presiding officer, and upon recognition, shall be confined to the question under debate avoiding all personalities and indecorous language.
- (d) **INTERRUPTION; CALL TO ORDER; APPEAL A RULING OF THE CHAIR.** A member once recognized shall not be interrupted when speaking unless it be a call to order or as herein otherwise provided. If a member is called to order, the member shall cease speaking until the question of order shall be determined by the presiding officer, and if in order, the member shall be permitted to proceed. Any member may appeal to the commission from the decision of the presiding officer upon a question of order, when, without debate, the presiding officer shall submit to the commission the question, "Shall the decision of the chair be sustained?" and the commission shall decide by a majority vote.
- (e) **PRIVILEGE OF CLOSING DEBATE.** The commissioner sponsoring or moving the adoption of an ordinance, resolution or motion shall have the privilege of closing the debate.
- (f) **METHOD OF VOTING.** Voting shall be by machine, roll call, voice vote, or paper ballot. Upon every roll call vote the names of the commissioners shall be called alphabetically by surname, except that the names shall be rotated after each roll call vote, so that the commissioner who voted first on a preceding roll call shall vote last upon the next subsequent matter; provided, however, that the presiding officer shall always cast the last vote. The clerk shall call the roll, tabulate the votes, and announce the results. The vote upon every ordinance shall be taken by roll call or machine vote. The vote upon any resolution, motion or other matter may be by voice vote provided that the presiding officer or any commissioner may require a roll call or machine vote to be taken upon any resolution or motion. Board appointments may be made by paper ballot which clearly identify the commissioner voting.

- (g) **EXPLANATION OF VOTE; CONFLICTS OF INTEREST.** Upon any roll call, there shall be no discussion by any commissioner voting, and the commissioner shall vote yes or no. Any commissioner, upon voting, may give a brief statement to explain his or her vote. A commissioner shall have the privilege of filing with the clerk a written explanation of his or her vote. Any commissioner with a conflict of interest on a particular matter shall refrain from voting or otherwise participating in the proceedings related to that matter and shall leave the commission chambers until the consideration of that matter is concluded. Any such commissioner who does not leave the chambers shall be deemed absent for purposes of constituting a quorum, counting the vote, or for any other purpose.
- (h) **TIE VOTES.** Whenever action cannot be taken because the vote of the commissioners has resulted in a tie, the status quo shall continue in effect and the proposed ordinance, resolution or motion that produced the tie vote shall be removed from the agenda without prejudice to its reintroduction on a de novo basis at a later time; provided that in zoning and other quasi-judicial matters when action on a resolution results in a tie vote, such resolution shall be carried over to the next regularly scheduled meeting for the consideration of such quasi-judicial matters unless the commission designates a different time for such reconsideration.
- (i) **VOTE CHANGE.** Any commissioner may change his or her vote before the next item is called for consideration, or before a recess or adjournment is called, whichever occurs first, but not thereafter.
- (j) **NO MOTION OR SECOND.** If an agenda item fails to receive a motion or second, it shall be removed from the agenda and shall be reintroduced only in accordance with the renewal provisions of Rule 7.01(l).
- (k) **RECONSIDERATION.** An action of the commission may be reconsidered only at the same meeting at which the action was taken or at the next regular meeting thereafter. A motion to reconsider may be made only by a commissioner who voted on the prevailing side of the question and must be concurred in by a majority of those present at the meeting. A motion to reconsider shall not be considered unless at least the same number of commissioners is present as participated in the original vote, or upon affirmative vote of two-thirds (2/3) of those commissioners present. Adoption of a motion to reconsider shall rescind the action reconsidered.
- (l) **RENEWAL.** Once action is taken on a proposed ordinance or resolution, neither the same matter nor its repeal or rescission may be brought before the commission again during the six (6) month period following the said action (subject to the provisions of Rule 7.01(k), unless application for renewal by seven (7) commissioners is first submitted to the presiding officer.
- (m) **ADJOURNMENT.** A motion to adjourn shall always be in order and decided without debate.

- (n) **SUSPENSION OF THE RULES.** No rule of procedure adopted by this board shall be suspended except by an affirmative vote of two-thirds (2/3) of the commissioners present.

PART 8. MAYORAL VETO AND COMMISSION OVERRIDE

Rule 8.01. MAYORAL VETO AND COMMISSION OVERRIDE.

The veto provisions of Section 1.10.A of the Miami-Dade County Home Rule Charter shall be exercised exclusively in accordance with the terms and conditions of this rule.

- (a) Each ordinance and resolution finally adopted by the commission shall contain a place for noting mayoral approval or veto, and commission override. The mayor may indicate approval of any ordinance or resolution by signing it in the place provided, or the mayor may permit the item to become effective in accordance with its terms by allowing ten (10) days to elapse without exercising a veto.
- (b) If the mayor determines to veto an ordinance, resolution, motion or budget line item, the mayor shall personally sign a copy of the form set forth herein in the place so provided and shall indicate with specificity the reason(s) for the veto. The form shall be as follows:

- (c) The completed form shall be submitted to the clerk of the board on or before 4:30 p.m. on the tenth (10th) calendar day following final commission enactment or adoption thereof. The clerk's official date and time recorder stamp on the completed form shall conclusively determine compliance or non-compliance with the ten (10) day time frame.
- (d) The clerk shall place items vetoed by the mayor, together with the completed veto forms, on the next regularly scheduled commission agenda as the first substantive items for commission consideration.
- (e) Notwithstanding any other rule of the commission, items vetoed by the mayor shall (1) not be subject to the "4-day rule" as provided in Rule 5.05(c); (2) not be deferred to a future meeting; (3) not require committee review; (4) not be subject to a motion to reconsider, except at the same meeting; (5) not require first reading; (6) not require publication or additional public hearings; or (7) not be amended if the item required special publication or a public hearing to be originally adopted or enacted.
- (f) A motion to override a mayoral veto shall be stated as follows:
 - (1) "I move that [the ordinance, resolution or motion] be adopted and become effective notwithstanding the veto of the mayor", or
 - (2) "I move that [the specific line item in the budget] be restored to the ordinance and become effective notwithstanding the veto of the mayor".
- (g) If two-thirds (2/3) of all commissioners present vote in favor of the motion as stated in subsection (f) above, the ordinance, resolution, motion or budget appropriation shall be deemed enacted or adopted and effective in accordance with its terms; otherwise, the mayor's veto shall be deemed sustained.
- (h) The provisions of this rule shall not be waived under Rule 7.01(n).

PART 9. ADDITIONAL ORDINANCES PRESCRIBING COUNTY COMMISSION PROCEDURE

Rule 9.01. ANNUAL BUDGET.

The mayor shall prepare and deliver a budgetary address annually to the people of the county in March. Such address shall be prepared after consulting with the manager and budget director and shall set forth the mayor's funding priorities for the county. Between June 1 and July 15, the county manager shall present a proposed budget to the mayor containing a complete financial plan, including capital and operating budgets, for the ensuing fiscal year. The budget prepared and recommended by the manager and the mayor's written response thereto shall be presented to the commission on or before the board adopts tentative millage rates for the ensuing fiscal year. A summary of the budget shall be published and the board shall hold hearings on and adopt a budget on or before the dates required by law.

Rule 9.02. NAMING, RENAMING OR CODESIGNATION OF MIAMI-DADE COUNTY ROADS, FACILITIES OR PROPERTY.

- (a) Resolutions regarding proposed naming, renaming or codesignation of Miami-Dade County roads, facilities or property shall be sponsored by the district commissioner where the property is located and shall be considered at public hearing.
- (b) Resolutions honoring outstanding individuals shall not be authorized for living individuals except as provided in subsection (d) hereof.
- (c) For every resolution honoring an individual without a personal and direct meaningful relationship to the Greater Miami area, the board of county commissioners shall, at the same time, honor an individual who has made a direct, significant contribution to this community.
- (d) This rule shall not prohibit the naming, renaming, or designation of a facility or property after a living individual who donates a significant portion of the cost of such facility or property. Further, this rule shall not prohibit the naming, renaming, or designation of a road, facility or property after a living individual who has made a direct, significant lifetime contribution to this community provided: (i) the naming, renaming or designation is approved by three-fifths vote of the board members present; (ii) that the naming, renaming or designation is not for any elected municipal, county, state or federal official currently serving or having served in any elected office within the last five years; and (iii) that the naming, renaming or designation of a road, facility or property in a particular commission district is limited to two times during any calendar year.
- (e) Special provisions for employees who give their lives in the line of duty. The county manager shall present the board of county commissioners with a resolution proposing the naming of an appropriate public right of way or portion thereof in honor of any Miami-Dade County employee who gives his or her life in the line of duty. Such resolution shall be considered at public hearing and may be adopted by the board upon a favorable vote of a majority of the commissioners present.

Rule 9.03. FEE REDUCTION AND WAIVER REQUESTS FOR THE USE OF VIZCAYA MUSEUM AND GARDENS.

- (a) All requests for fee reductions and waivers for the use of Vizcaya Museum and Gardens must be submitted to the board for review at a public hearing. Following the public hearing any such fee reductions and waivers will require a unanimous vote of the board members present.
- (b) Notwithstanding the previous paragraph (a), the county manager shall be permitted to:

- (1) Administratively reduce fees four (4) times during any calendar year and waive fees two (2) times during any calendar year for the use of Vizcaya Museum and Gardens for any non-fund raising events provided that those events are either diplomatic activities or events that benefit the entire citizenry of Miami-Dade County, and annually report the reductions and waiver to the commission; and
 - (2) Waive fees for events sponsored by organizations which provide volunteer services to Vizcaya Museum and Gardens or raise funds and provide support for the maintenance of, and improvements to, Vizcaya Museum and Gardens.
- (c) The Vizcayan Policy Committee shall submit an annual oral report to the board of county commissioners setting forth a summary of the activities of their organization during the preceding year.

Rule 9.03.01. EXPENDITURE OF SEAPORT DEPARTMENT PROMOTIONAL FUNDS.

All proposed expenditures from seaport promotional funds over \$5,000, other than those adopted as part of the county's annual budget ordinance, shall require a written recommendation from the county manager together with a two thirds (2/3) vote of the entire membership of the board.

Rule 9.03.02. ACTIONS WHICH DECREASE REVENUES OR INCREASE EXPENDITURES.

- (a) Whenever a commissioner proposes a resolution, ordinance or other action of the board that would result in a decrease in revenues, the proposal from the commissioner must specifically designate an equal or greater reduction in expenditures or identify a project or services of equal or greater costs to be eliminated.

Whenever a commissioner proposes an increase in expenditures above the adopted budget level, such commissioner must concurrently propose additional revenue appropriate to fund the increased expense or an expenditure reduction equal to or greater than the amount of proposed new expense.

No final action affecting the adopted budget shall be taken if any member of the county commission requests a recommendation from the county manager pertaining to a budget adjustment proposed by a county commissioner. The county manager's recommendation shall be presented at the next regularly scheduled meeting of the county commission.

- (b) The provisions of this ordinance do not apply to actions taken at the annual budget hearings held pursuant to state law.

Rule 9.03.03 PEOPLE'S TRANSPORTATION PLAN AMENDMENTS.

* * *

[T]he County Commission may not delete or materially change any County project listed on Exhibit 1 attached to the ordinance levying the surtax [Ordinance No. 02-116 codified in §§29-121 – 124 of the Code] nor add any project thereto except as provided in this subsection A proposed deletion, material change or addition of such a County project shall be initially reviewed by the Citizens' Independent Transportation Trust ("Trust"), which shall forward a recommendation thereon to the County Commission. The County Commission may either accept or reject the Trust's recommendation. If the County Commission rejects the recommendation, the matter shall be referred back to the Trust for its reconsideration and issuance of a reconsidered recommendation to the County Commission. The County Commission may approve, change or reject the Trust's reconsidered recommendation. A two-thirds vote of the Commission membership shall be required to take action other than as contained in the reconsidered recommendation of the Trust. The foregoing notwithstanding, the list of County projects contained in said Exhibit 1 may be changed as a result of the MPO process as mandated by federal and state law.

Rule 9.04. REPRESENTATION OF MIAMI-DADE COUNTY.

Whenever the commission deems it necessary or desirable that the commission shall be represented at meetings, conferences or other occasions involving other governmental entities, agencies, officials or groups, or nongovernmental organizations, or departments, agencies or officials of the county government, the presiding officer may designate members of the commission to represent the commission at such meetings, conferences or other occasions, with the consent of the designee. A majority of the board then present may disapprove any such appointment. Such representatives shall have no power to act for or on behalf of the commission, or to make any commitment or binding obligation on behalf of the commission or the county. Such representatives shall report in writing to the commission with regard to such meeting, conference or other occasion.

Rule 9.05. NONCOMPLIANCE WITH PROCEDURAL RULES.

If a procedural rule of this board is not complied with by either the presiding officer or the parliamentarian, then the validity of the underlying substantive ordinance, resolution, motion or other action shall in no way be affected thereby, and the failure of compliance with said procedural rule shall not be the basis for any person or party to challenge any ordinance, resolution or other action of this board.